

2012 Calendar for Human Resources Related Events

2012 – Is it really here in just the blink of an eye? We have updated our calendar with additional events that you should be addressing in 2012 regarding Human Resources related activities. Please take the time to at least scan the list and pencil in on your appointment book or mark on your outlook calendar or for you techies with the smart phones or tablets, maybe there’s an app for that - so that you are proactively prepared to administer or address each event in a timely manner. Our list is based on a calendar year and your Practice’s fiscal year running concurrently. But any listed activity below, can be scheduled in the month that you need to begin the activity, so that you have enough planned lead time to get the event executed successfully according to your own schedule. Not all activities may pertain to your Practice (some depend on the number of employees working for you) and the list is comprehensive but not all inclusive – it is meant to get you thinking about Human Resources related activities and functions for the upcoming year. And as a reminder, some of the new HR related activities that are listed due to their prescribed implementation dates may change as we get closer to the deadline dates because sometimes legislative acts may get challenged, postponed or shelved. As we hear of updates, we will post them in our newsletter.

MONTH	HUMAN RESOURCES ACTIVITIES
DECEMBER 2011	<ul style="list-style-type: none"> • Prepare OSHA form 300A from OSHA 300 log • Finalize Performance Management Review discussions and inform employees of annual increases/bonuses and effective dates • The NLRB requires employers to notify employees of their rights under the National Labor Relations Act with a posted notice by January 31, 2012 (to order the posting notice for free, use the following link http://www.dol.gov/olms/regs/compliance/EmployeeRightsPoster11x17_Final.pdf) • Remind employees - IRS changes for 2012 to pension plans or 401(k) plans (new key IRS change for 401(k) plans - elective deferral contribution limit will be \$17,000, effective January 1, 2012) • Remind employees to submit a new W-4 form if withholding changes are to be made for 2012
JANUARY 2012	<ul style="list-style-type: none"> • Reset dates and accumulators associated with HRIS/Payroll systems for the new processing year • Request Vacation Schedules from the staff for the year – not set in stone but helps you plan, especially on the dates that everyone wants off. • Post a Holiday calendar of when the Practice will observe the holidays • Commence Performance Management – setting mutually agreed upon goals for the year/creating career development plans and distributing a Performance Management Review calendar for 2012 with ‘Pay for Performance’ guidelines communicated • Review Federal & State Law posters – ensure compliance and updated postings • Issue 2011 W2’s and 1099’s for current and former employees

JANUARY 2012 (cont'd)	<ul style="list-style-type: none"> • If you travel for Hospital business, the IRS 2012 mileage rate is 55.5 cents
FEBRUARY 2012	<ul style="list-style-type: none"> • Post complete OSHA form 300A for 3 months • Implement Employee Engagement Survey – get feedback on your organizational culture • Review current and create new job descriptions in anticipation of Talent Acquisition Process • Employees must change the withholding exemption to "single, with zero allowances" for employees who claimed total exemption from withholding for last year, unless the individuals have completed a new Form W-4 • Structure a Training Schedule – to determine which classes (technical/developmental skills) should be conducted internally vs. externally • Facilitate a quarterly HR meeting – review policies, procedures and ‘celebrate success’ • Conduct a market survey on Compensation pay ranges
MARCH 2012	<ul style="list-style-type: none"> • Review and communicate feedback from Employee Engagement Survey – determine what ‘hot issues’ will be addressed and implemented by when • Recruit and Pipeline network of potential new hires aligned to Practice’s workforce planning model/budget • All plan sponsors and health insurance issuers must provide Standardized Health Plan Summaries of Benefits and Coverage along with glossary of terms to enrollees/potential enrollees • Review MSDS’s to determine if any hazardous chemical inventory needs attention or submission to appropriate agencies.
APRIL 2012	<ul style="list-style-type: none"> • Conduct HR related seminars such as ‘How to Prevent Harassment and Discrimination in the Workplace’ (some states such as CT require this training if you have ≥ 50 employees) • Investigate with your health insurance broker, carrier and attorney how the Health Care Reform Act affects the Practice for 2013 especially if the health care plan designs are changing or laws that affect FT/PT eligibility need to be declared • Community Living Assistance and Services Support (CLASS) Act, (basic lifetime long term care benefit in the event of illness or disability) has been suspended from implementation • Practices with < 250 employees will not have to report the cost of employer-provided health care coverage on the Form W-2 for 2012 • Review if any new federal/state labor laws that go into effect in the upcoming months and how the laws will affect the Practice • Review and update Employee Manual to ensure up-to-date and compliant
MAY 2012	<ul style="list-style-type: none"> • Commence Half Year Performance Management Reviews – according to calendar distributed in January • Facilitate a quarterly HR meeting – review policies, procedures, distribute updated Employee Manual and obtain annual acknowledgment receipt of Employee Manual including Confidentiality Agreement and ‘celebrate success’

JUNE 2012	<ul style="list-style-type: none"> • Finalize all Half Year Performance Management Review discussions • Conduct a component of an HR audit (e.g. employee files or payroll or records retention, etc)
JULY 2012	<ul style="list-style-type: none"> • Complete and submit 5500 forms for employee benefit plans • Complete an HR budget aligned to the Practice's 2013 strategic/financial business objectives
AUGUST 2012	<ul style="list-style-type: none"> • Receive carrier bids on 2013 plans from health insurance broker to determine plan designs and costs • Facilitate a quarterly HR meeting – review policies, procedures and ‘celebrate success’
SEPTEMBER 2012	<ul style="list-style-type: none"> • File EEO-1 form for employers with ≥100 employees • Communicate Open Enrollment Benefits calendar for October
OCTOBER 2012	<ul style="list-style-type: none"> • Conduct Open Enrollment for Health Care and other insurance plans to include processing information to the respective carriers • Finalize HR budget with Practice owner • Discuss with Practice owner percentage of salary adjustments and bonus opportunities to set aside
NOVEMBER 2012	<ul style="list-style-type: none"> • Commence Annual Performance Management Reviews – according to calendar distributed in January • Facilitate a quarterly HR meeting – review policies, procedures and ‘celebrate success’ • Discuss and agree upon HR goals for the Practice in 2013
DECEMBER 2012	<ul style="list-style-type: none"> • Prepare OSHA form 300A from OSHA 300 log • Finalize Performance Management Review discussions and inform employees of annual increases/bonuses and effective dates • Remind employees - IRS changes for 2013 to pension plans or 401(k) plans • Remind employees to submit a new W-4 form if withholding changes are to be made for 2013 • Flexible Spending Accounts' limits take effect January 1, 2013 (potentially \$2,500)